

Contractor office administrative application and update of details

Contractors and their administrative staff applicants are to ensure all the relevant boxes/fields are completed before submitting this form to the Assisted School Travel Program (ASTP).

Guidance notes:

- All administrative staff are required to access the [ASTP website](#) and read the information relating to your role and your responsibilities to ensure children and young people are not placed at risk of harm.
- Contractors should complete a preliminary assessment of the suitability of any administrative staff before an application is submitted
- All photocopied or scanned documents must be clear and easy to read to avoid resubmission.
- The contractor must not use any person for the provision of service until written approval is received by the Department
- Allow 10 business days for the administrative staff applicant approval process, however in some instances driver screening checks may take longer
- Email this completed form and all supporting documents contractors.astp@det.nsw.edu.au

Contractor details

Entity name: _____ ABN: _____

Title: _____ First name: _____ Last name: _____

Administration staff details

New administrator Existing administrator

Title: _____ First name: _____ Last name: _____

Date of birth: _____ Gender: _____ Mobile number: _____

Email address: _____

WWCC number: _____ WWCC expiry: _____

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Residential address: _____

Suburb: _____ State: _____ Post Code: _____

Country of birth: _____ Town/City of birth: _____

Is/has the staff member ceased employment?

Separation date: _____ (no need to complete Sections A and B)

Section A: Position details

Position title: _____

Select one of the following levels as per the contract management plan escalation relationship.

Please note there can only be one person selected in your organisation to be the escalation points for Levels 1, 2, 3. There can be several general office staff for Level 0.

- Level 0 – General office staff
- Level 1 – First point of contact
- Level 2 – Second point of contact
- Level 3 – Last point of escalation (responsible for the contract)

Section B: Identification and required documents (new/existing drivers requiring rescreening)

Does the driver identify as being Aboriginal and/or Torres Strait Islander?

- No
- Aboriginal
- Torres Strait Islander
- Both (Aboriginal and Torres Strait Islander)
- Prefer not to answer

1. Attach the following documents:

- Working With Children Check (WWCC) confirmation email or letter for **paid child-related work**
(the WWC number must end in an 'E')
- [Declaration for child-related workers: Nationally Coordinated Criminal History Check¹](#)
- [Nationally Coordinated Criminal History Check: application and informed consent form \(NCCHC\)](#)

¹ Must include the Working With Children Check (WWCC) clearance number (the WWC number must end in an 'E')

2. Attach correctly certified copies of:

- The 'Minimum identity' documents **JP certified**, as listed in the NCCHC (noted above) on page 2.

Section C: Declaration

I declare that:

- all the information provided in this application is, to the best of my knowledge, true and correct
- I have read and understood the [Department of Education Code of Conduct](#)
- I have read and understood the roles and responsibilities in the [ASTP Agreement](#)
- I have read and understood the [Responding to Allegations Against Employees in the Area of Child Protection](#) and [NSW Office of the Children's Guardian – Reportable Conduct Scheme](#)
- I have read and abide by the department's child protection policies including the [Child protection – responding to and reporting risk of harm policy and procedures](#)
- I will report concerns about suspected risk of harm to children and young people to the school principal and the Director, Assisted School Travel Program
- I am prepared to undertake the necessary training requirements as outlined in the [ASTP Agreement](#)

Administrator signature:  _____ Date: _____

Contractor signature:  _____ Date: _____